



Hiring Documentation Report

Job Number: 200268

Title: EXEC OFC ADMIN

Series/Level: OS 06

Organization: HR-5-STAFF

Manager: ENENBACH,DEBORAH

Instructions:

Each of these candidates' materials has been sent to you electronically by the HR-5 Resume Service Center. If you are unable to locate your copy, please contact your HR Generalist or HR Assistant for a replacement copy of the application materials.

To complete this document:

1. Manager Review - enter the code (1 - 10) or Detail Description from the list provided that applies to your review of each candidate's skills related to the Required and Desired Skills of this job.
2. Document Interviews - provide the date of the interview and the results (Codes 11-20) for each candidate interviewed.
3. Complete the Selection Documentation section. This must include: Justification for Hire, Reasons for non-selection of interviewed candidates, References (external hires only), and detailed information documenting your review of candidates identified as eligible for Preference in Hiring (3161).
4. Save the document and return to your HR Generalist or HR Assistant via email.

For more Information on the selection and hiring process, go to the Manager's Toolkit at: <http://www.hr.lanl.gov/ManagersToolkit/>



IN CONFIDENCE

NAME

SOURCE / 3161

ACTIVITY TYPE

DATE

ENTER DETAIL DESCRIPTION OR CODE

BALBOA, ROCKY

RECRUITER REFERRAL

Manager Review

11/19/01

COLTRANE, JOHN

RECRUITER REFERRAL

Manager Review

11/19/01

FLUTIE, DOUG

RECRUITER REFERRAL

Manager Review

11/19/01

Interview

12/25/01

Offer

1/3/02

GARLAND, JUDY

RECRUITER REFERRAL

Manager Review

11/19/01

Interview

12/25/01

Offer

1/3/02

GAYLE, DOROTHY

RECRUITER REFERRAL

Manager Review

11/19/01

GIBSON, MEL

RECRUITER REFERRAL

Manager Review

11/19/01

IN CONFIDENCE

NAME

SOURCE / 3161

ACTIVITY TYPE

DATE

ENTER DETAIL DESCRIPTION OR CODE

HANKS,TOM

RECRUITER REFERRAL

Manager Review

11/19/01

Interview

12/24/01

HOLIDAY,BILLIE

RECRUITER REFERRAL

Manager Review

11/19/01

WHITE,DANNY

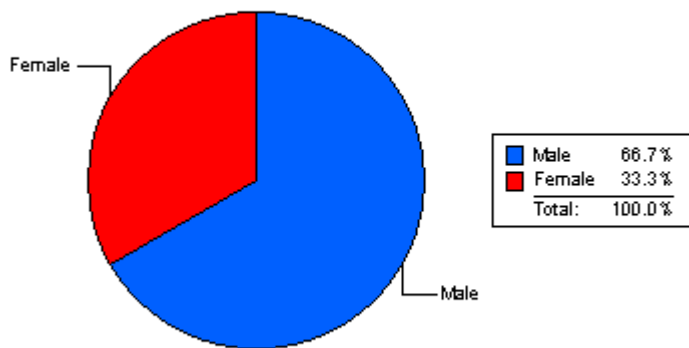
RECRUITER REFERRAL

Manager Review

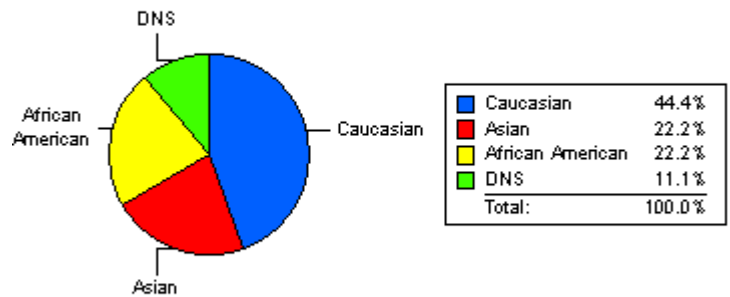
11/19/01

Underutilization and Applicant Summary for Job Number: 200268

Underutilized: None

Applicant Summary - Gender

	Total
Male	6
Female	3
Total	9

Applicant Summary - Ethnicity

	Total
Caucasian	4
Asian	2
African American	2
DNS	1
Total	9

Selection Documentation:

(Justification for Hire, Reasons for non-selection of interviewed candidates, References-external hires only, 3161).

Personic Workflow Review Codes
Applicable Detail Codes for Each Status

Activity Type	Status	Code	Detail Description
Manager Review	Invite for Interview	1	ASAP
		2	In Future
	Candidate Not Interested	3	Withdrew Personal
		4	Accepted Other Offer
	No Interest	5	Does Not Meet Requirements
		6	Insufficient in Required Skills
		7	Insufficient in Desired Skills
	Rejected	8	Position Filled by Internal
		9	Selection Made Prior to Receipt
		10	Position Cancelled
Interview	Offer	11	Manager Approval
	No Interest	12	Does Not Meet Requirements
		13	Insufficient in Required Skill
		14	Insufficient in Desired Skills
		15	Poor References
		16	Withdrew Personal
	Candidate Not Interested	17	Accepted Other Offer
		18	Position Cancelled
	Rejected	19	Applicant Not Interested
	Cancelled	20	Unreachable